

MINUTES
MAG ITS STRATEGIC PLAN UPDATE
REGIONAL ITS STAKEHOLDERS GROUP MEETING NO. 7

May 17, 2000
10:20 AM - 11:25 AM
MAG Office Building
302 North 1st Avenue
Phoenix, Arizona

ATTENDANCE

Sarath Joshua, MAG, Project Manager
Jim Book, City of Glendale, Chairman
Tim Wolfe, ADOT
Mary Kihl, ASU
Brian Latte, City of Chandler
Alan Hansen, FHWA
Dennis Mittelstedt, FHWA
Bruce Ward, Town of Gilbert

Charles Hydeman, City of Goodyear
Tom Buick, MCDOT
Dale Thompson, MCDOT
Alan Sanderson, City of Mesa
Scott Nodes, City of Peoria
Bob Ciotti, Phoenix Transit
Don Dey, TransCore

PROJECT TEAM

Henry Wall, Kimley-Horn and Associates
Tom Fowler, Kimley-Horn and Associates

Doug Sallman, Cambridge Systematics
Jerome Chen, TranSmart Technologies, Inc.

1. **Project Introduction and Welcome**
Chairman Jim Book called the meeting to order at 10:20 AM. Henry Wall reported that Kimley-Horn is currently on schedule in producing project deliverables and thanked the RISG for their work in reviewing the draft Technical Memorandums.
2. **Approval of RISG Meeting No. 6 Minutes**
Henry Wall asked if there were any comments or corrections to the RISG Meeting No. 6 minutes. There were no comments or corrections and the minutes were approved.
3. **Progress Report**
 - 3.1 **Task 9, Operational and Implementation Strategies**
Doug Sallman presented Draft Technical Memorandum No. 6A, Operational and Implementation Strategies. Sarath Joshua asked that the Technical Memorandum include a list of possible funding sources for ITS projects as well as deadlines for applying for the funding. Sarath also asked that the Technical Memorandum include examples of shared operations and maintenance experiences. In addition to the examples listed on page 3 of the Technical Memorandum, Salt Lake City and Las Vegas were discussed as areas with agreements in place that may be good examples for MAG to review. Sarath Joshua asked if existing and required staffing resources would be included in Technical Memorandum 6A (Operational and Implementation Strategies) or 6B (Implementation Plan). Doug Sallman and Tom Fowler replied that the required staffing resources will be dependent in part on the Implementation Plan, which will be completed in June. Therefore, it might be more appropriate to include the existing and required staffing resources in Technical Memorandum 6B, Implementation Plan. Tim Wolfe suggested that since Technical Memorandums 6A and 6B are dependent on each other, Technical Memorandum 6A not be finalized until Technical Memorandum 6B is finalized. Tom Fowler agreed with Tim's

suggestion and said that the final Technical Memorandums 6A and 6B will be delivered in July. Dennis Mittelstedt suggested that MAG keep in mind that guidance on FHWA's seven planning factors will be coming out in the next week, and that the ITS Strategic Plan should be consistent with those factors.

3.2 Task 13, ITS Training and Capacity Building Plan

Jerome Chen presented Draft Technical Memorandum No. 9, ITS Training and Capacity Building Plan. Due to time constraints, much of the presentation had to be skipped and Jerome primarily focused on discussion of the survey that was used in the MAG region and the strategies presented in Technical Memorandum No. 9 for ITS training and capacity building. Chairman Jim Book asked the RISG to spend additional time reviewing Technical Memorandum No. 9 due to the lack of time for the complete presentation.

3.3 Task 10, Develop ITS Implementation Plan

Henry Wall stated that Draft Technical Memorandum 6B, ITS Implementation Plan, will be presented at the June RISG meeting. Technical Memorandum 6A, Operational and Implementation Strategies, and Technical Memorandum 6B, ITS Implementation Plan, will be finalized and distributed to the RISG in July.

4. Next Meeting

The next meeting will take place on Wednesday, June 21 at 10:00 AM following the MAG ITS Committee Meeting. The agenda will include the presentation of Draft Technical Memorandum No. 6B, ITS Implementation Plan and Draft Technical Memorandum No. 8, ITS Project Evaluation Plan. Reviews of Technical Memorandums No. 6A and 9 will be due by May 31, 2000.

5. Adjournment

The meeting was adjourned at 11:25 AM.